

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 8005

TITLE: DEPUTY DIRECTOR, PUBLIC WORKS AND ENVIRONMENTAL SERVICES

GRADE: S-37

DEFINITION:

Under general direction of the Director, Public Works and Environmental Services, plans, manages, and coordinates operational activities of Land Development Services (LDS), a business area within DPWES; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Director, Public Works and Environmental Services differs from the Director, Department of Public Works and Environmental Services, in that the Deputy Director manages operations of the LDS business area, whereas the Director serves as the Chief Administrative Officer of the entire Department of Public Works and Environmental Services.

ILLUSTRATIVE DUTIES:

Provides oversight to LDS divisions, including Residential Inspections, Building Plan Review, Commercial Inspections, Environmental and Facilities Inspections, and Environmental and Facilities Plan Review;

Supports the Director of the Department of Public Works and Environmental Services with specific oversight of LDS;

Establishes goals, objectives, and priorities for LDS divisions;

Ensures that programs comply with Federal, State, and County laws and regulations;

Approves LDS operational policies and procedures, and oversees implementation of same;

Monitors operational and fiscal performance of LDS, and provides guidance to ensure attainment of business area objectives;

Coordinates various LDS program activities with other business areas in DPWES, and ensures effective interface of LDS operations/programs with other departments, as well as with various governmental agencies at the County, State, and/or Federal level;

Provides guidance to division directors relative to performance goals and objectives, serves as initial rater in the performance reviews of division directors, and provides guidance on development needs;

Oversees LDS responsibilities to the Board of Supervisors and County Executive;

Responds to Board matters, and provides additional input, testimony, etc. as required;

Oversees the Human Resources, Financial, and Systems Branches of LDS to ensure they provide adequate support to the Divisions of LDS;

Works with the Director of the Department to ensure these branches provide leadership and support to the rest of the Department in financial, personnel, and information technology, as needed.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the theory and practice of public works, environmental services, and public administration;

Knowledge of County budget processes and principles of fiscal management;

Knowledge of State and County laws and regulations that pertain to public works and environmental services;

Ability to organize and administer a large, diversified business area;

Ability to effectively manage, develop, and motivate division management;

Ability to develop effective working relationships with DPWES staff and division management, County leadership, other County agencies and departments, other governmental entities, and the public;

Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a bachelor's degree in engineering, urban and regional planning, business administration, public administration, or a related field;
PLUS

Seven years of progressively responsible public works and/or environmental services management experience, five years of which must have been in a management or supervisory capacity.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: May 25, 2004
ESTABLISHED: March 5, 2004